

Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF. The case is a chapter 7, no asset, individual consumer.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

STEP 2
The
**BANKRUPT
CY EVENTS**

screen displays. (See Figure 2a.)

NOTE

Because of differences between courts, your actual menu options may vary from this list.



Figure 1

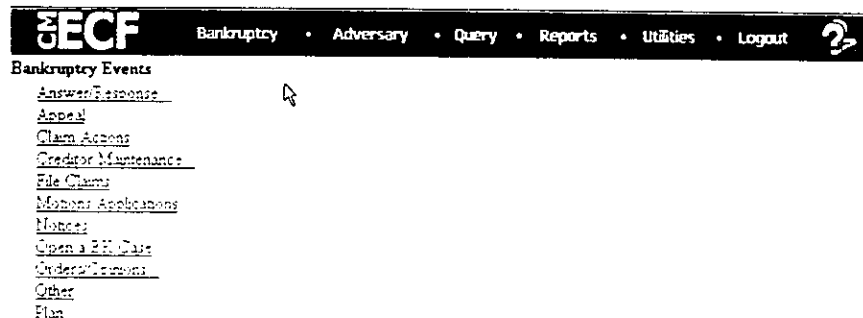


Figure 2a

For further information

on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. (See Figure 2b, next page.)



◆ This screen gives you more information about the menu selections. To see information for other options, scroll down using the arrows or scroll bar on the right. (See Figure 2c.)

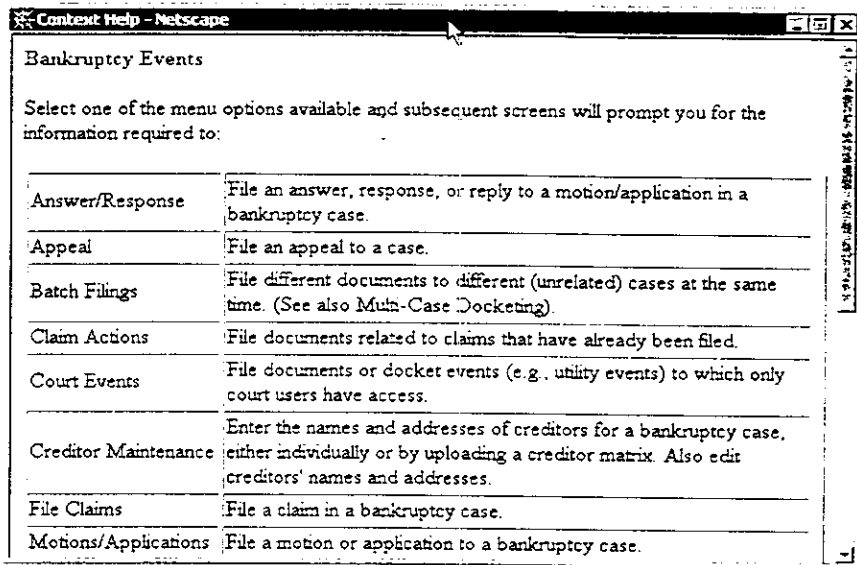


Figure 2b

◆ To close this help screen, click on the "X" in the top right corner of the screen, or click on the [Close] box at the bottom of the screen. This will return you to the Bankruptcy Events screen. (See Figure 2a.)

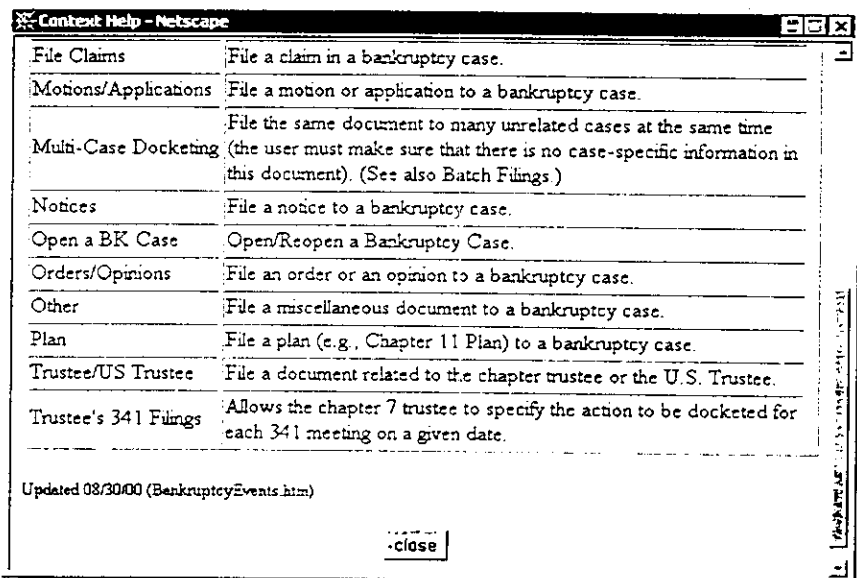


Figure 2c

STEP 3

At the Bankruptcy Events screen, click on the Open a BK Case hyperlink. The Open New Bankruptcy Case screen will display (See Figure 3.)

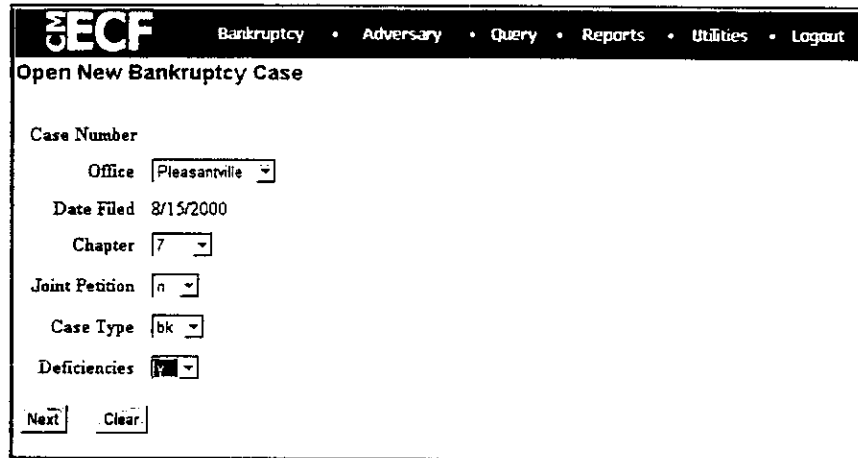
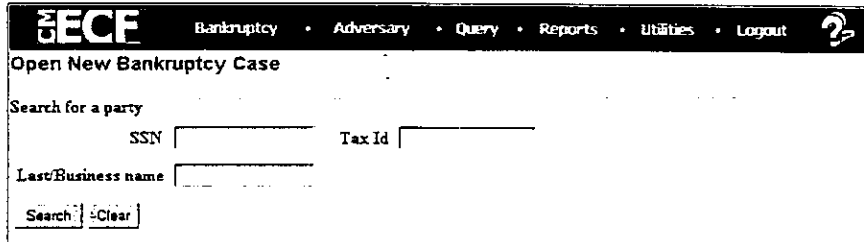


Figure 3

- ◆ The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing.
- ◆ Select the **Office** from the pick list box, or skip it if the default is correct.
- ◆ The current date will always be displayed in the **Date Filed** field.
- ◆ Select the **Chapter** from the pick list box, or skip it if the default is correct.
- ◆ The default value for **Joint Petition** is n (no); for a Joint filing select y (yes).
- ◆ The Case Type will always be **bk**. Leave it as it is.
- ◆ If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- ◆ When this screen is correct, click [**Next**] to continue.

STEP 4 The **PARTY SEARCH** screen displays. (See Figure 4.)

◆ This screen is for you to enter the parties on the



The screenshot shows the ECF web interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a header for 'Open New Bankruptcy Case'. The main section is titled 'Search for a party' and contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. Below these fields are two buttons: 'Search' and 'Clear'.

Figure 4

case. Before you add the debtor, or any party, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.

- You can enter the last name or the first few characters of the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.

◆ In this lesson, we will enter the debtor's last name and click [Search].

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

STEP 5

If there are no matches, the system will return a **No Person Found** message. (See Figure 5.)

◆ Once you have tried alternative searches and determined that the party

is not already on the database, you can add them to the database. Click **[Create New Party]**.

The screenshot shows the ECF web application interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled 'Search for a party'. It contains input fields for 'SSN' and 'Tax Id', a 'Last/Business name' field, and 'Search' and 'Clear' buttons. Below the search fields is a section titled 'Party search results' which displays the message 'No person found.' and a 'Create new party' button.

Figure 5

STEP 6

The **PARTY INFORMATION** screen displays. (See Figure 6.)

The screenshot shows the 'Party Information' screen in the ECF web application. It features a form with various fields for entering party details. The fields are organized into two columns. The left column includes: Last name (filled with 'Panolis'), Middle name, SSN (filled with '222-11-1234'), Office, Address 2, City, County (dropdown), Phone, E-mail, ProSe (dropdown with 'no' selected), and First name. The right column includes: First name, Generation, Title, Tax ID, Address 1, Address 3, State, Zip, Country, and Fax. At the bottom, there is a 'Role' dropdown with 'Debtor (db:pty)' selected. Below the form is a 'Party text' field and a section with 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear' buttons. A note states: 'Add all aliases before clicking the Submit button.'

Figure 6

- ◆ Enter the debtor's **Name** and **Address** information in the appropriate boxes. (For this lesson, our debtor is Dale Daniels.)

- ◆ Select the debtor's **County** of residence from the pick list box.

NOTE: Type the first letter of the county name for a faster search.

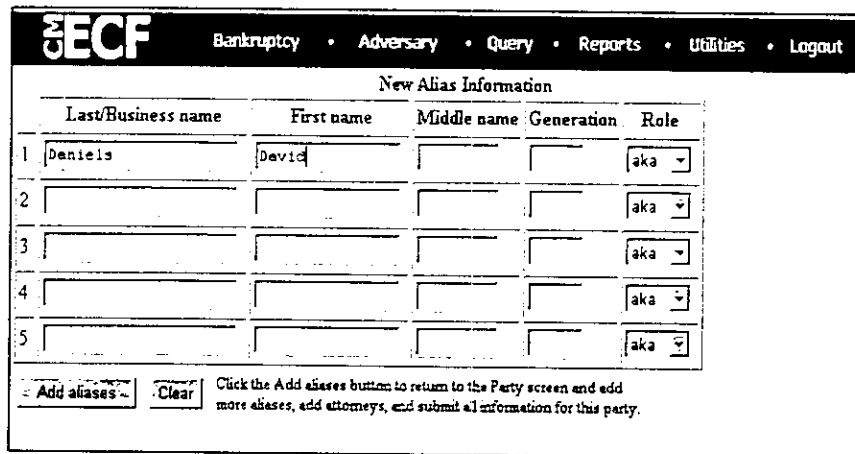
- ◆ For this lesson, leave **ProSe** as **no**.
- ◆ Expand the **Role Type** selection pick list box by clicking on the down arrow ▼, and select Debtor.
- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add the attorney representing the debtor. Because you are an attorney, Your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.
- ◆ If the party has an alias, click the **[Alias]** button.

STEP 7

You can enter up to five alias names. **Alias Role** selections include aka, dba, fdba, and fka.

Click **[Add aliases]**.

The **ALIAS** screen appears. (See Figure 7.)



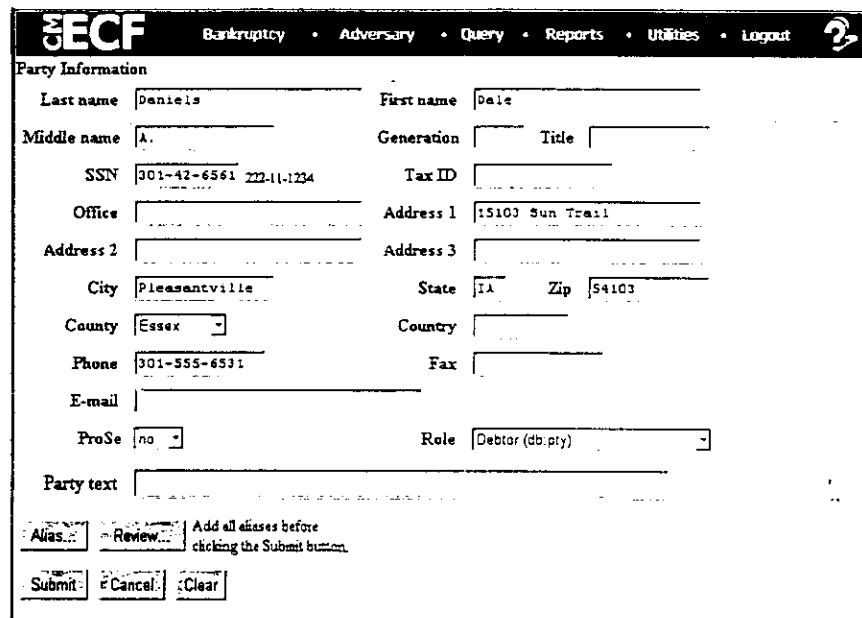
New Alias Information					
	Last/Business name	First name	Middle name	Generation	Role
1	Daniels	David			aka ▼
2					aka ▼
3					aka ▼
4					aka ▼
5					aka ▼

Click the Add aliases button to return to the Party screen and add more aliases, add attorneys, and submit all information for this party.

Figure 7

STEP 8The **PARTY INFORMATION** screen reappears. (See Figure 8a.)

◆ Clicking on the [Review] button at any time presents a screen summarizing the attorney and alias activity for this debtor. (See Figure 8b.)



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Party Information

Last name: Daniels First name: Dale

Middle name: A. Generation: Title:

SSN: 301-42-6561 Tax ID: 222-11-1234

Office: Address 1: 15103 Sun Trail

Address 2: Address 3:

City: Pleasantville State: IA Zip: 54103

County: Essex Country:

Phone: 301-555-6531 Fax:

E-mail:

ProSe: no Role: Debtor (db.pt)

Party text:

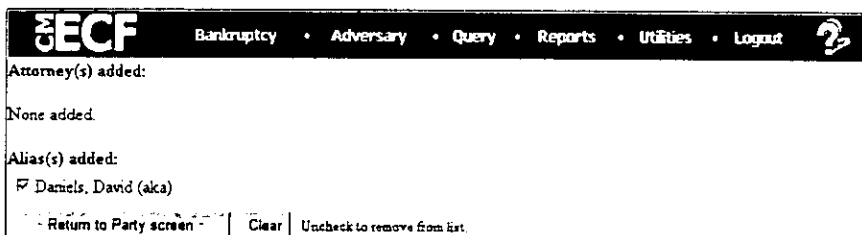
Alias: Review: Add all aliases before clicking the Submit button.

Submit: Cancel: Clear

Figure 8a

◆ Verify the information.

◆ Be careful about clicking the [Clear] button. You could accidentally delete information.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Attorney(s) added:

None added.

Alias(s) added:

☒ Daniels, David (aka)

Return to Party screen Clear Uncheck to remove from list.

Figure 8b

◆ Click [Return to Party Screen].

STEP 9

The **PARTY INFORMATION** screen will return again (See Figure 8a). If you are finished adding information for this new party, click [Submit] to continue with Case Opening.

NOTE:

If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

STEP 10

The **STATISTICAL DATA** screen appears next. (See Figure 10.)

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Type of debtor ☒ Individual ☐ Corporation ☐ Partnership ☐ Other
☐ Railroad ☐ Stockbroker ☐ Commodity Broker

Fee status Paid ▾

Nature of debt consumer ▾

Voluntary voluntary ▾

Origin Original ▾

Date split/transfer

Asset notice No ▾

Estimated number of creditors 1-15 ▾

Estimated assets \$0-\$50,000 ▾

Estimated debts \$0-\$50,000 ▾

Next Clear

Figure 10

- ◆ Select the **Type of Debtor** by clicking in the appropriate box(es).
- ◆ The **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box.
- ◆ Designate the **Nature of Debt** as Consumer or Business.
- ◆ The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.
- ◆ Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct for this exercise.
- ◆ **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.

- ◆ Choose Yes or No for **Asset** notice designation.
- ◆ Select the range of **Estimated Creditors** from the pick list box.
 - 1 -15
 - 16 - 49
 - 50 - 99
 - 100 -199
 - 200 - 999
 - 1,000 - over
- ◆ Select the correct dollar range for **Estimated Assets**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million
- ◆ Select the correct dollar range for **Estimated Debts**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million
- ◆ Click **[Next]** to continue.

STEP 11

If you have selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen appears. (See Figure 11.)

<p>Deficiency List</p> <p><i>Check item(s) NOT included in the petition</i></p> <p><input type="checkbox"/> Db. Sig. re: Relief Av.</p> <p><input type="checkbox"/> Atty. Sig. Page 2</p> <p><input type="checkbox"/> Atty. Sign. Exhibit B</p> <p><input type="checkbox"/> SSN/Tax ID</p> <p><input type="checkbox"/> Summary of Schedules</p> <p><input type="checkbox"/> Schedules A-J</p> <p><input type="checkbox"/> Schedule A</p> <p><input type="checkbox"/> Schedule B</p> <p><input type="checkbox"/> Schedule C</p> <p><input type="checkbox"/> Schedule D</p> <p><input type="checkbox"/> Schedule E</p> <p><input type="checkbox"/> Schedule F</p> <p><input type="checkbox"/> Schedule G</p> <p><input type="checkbox"/> Schedule H</p> <p><input type="checkbox"/> Schedule I</p> <p><input type="checkbox"/> Schedule J</p> <p><input type="checkbox"/> Inventory of Property</p> <p><input type="checkbox"/> List of All Creditors</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

Figure 11

NOTE: This list will vary by chapter.

- ◆ Check the check box for each item that is not included with this petition. For this exercise, select **Schedules A-J**.
- ◆ Click [**Next**] to continue.

STEP 12 The **SELECT A PDF DOCUMENT** screen appears. (See Figure 12.)

NOT
E: This screen is used for associating the imaged document with this entry. Attorneys must enter the path and name of a pdf (portable document format) document here.

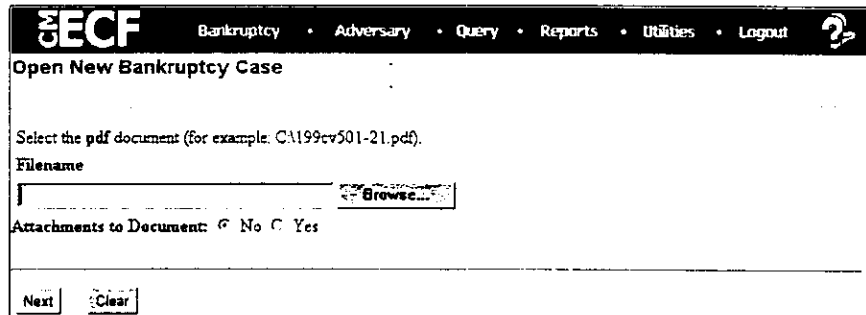
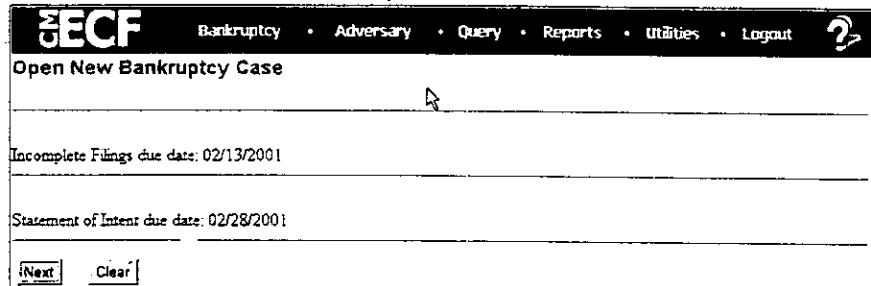


Figure 12

- ◆ Click [**Browse**], then click on the down arrow ▼ for the **Files of type** field.
- ◆ In the drop-down box, click on **All Files (*.*)**.
- ◆ Navigate to the directory where the appropriate PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- ◆ Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- ◆ Click [**Next**]

STEP 13 The **INCOMPLETE FILINGS DEADLINES** screen is presented, showing the due date for the missing schedules A-J. (See Figure 13.)

◆ The deadline for filing the missing documents is calculated



The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'Open New Bankruptcy Case'. The main content area displays two deadlines: 'Incomplete Filings due date: 02/13/2001' and 'Statement of Intent due date: 02/28/2001'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

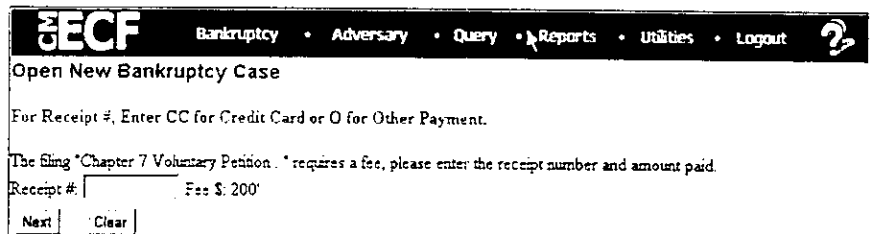
Figure 13

and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.

- ◆ The Statement of Intent deadline may appear on this screen, as shown. This varies by court. The court will monitor these deadline for compliance and will verify deficiencies.
- ◆ Click **[Next]** to continue.

STEP 14 The **RECEIPT #** screen appears. (See Figure 14.)

◆ This screen is for you to enter a receipt number



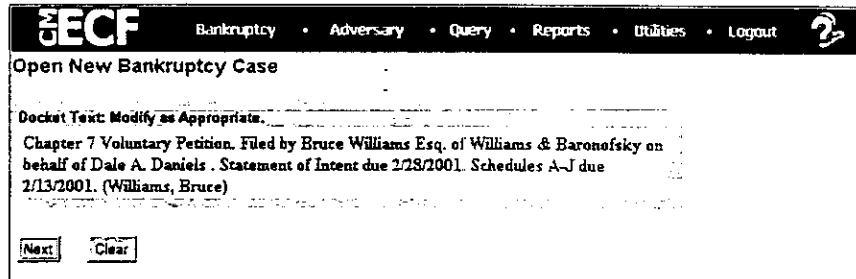
The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'Open New Bankruptcy Case'. The main content area displays instructions: 'For Receipt #, Enter CC for Credit Card or O for Other Payment.' and 'The filing "Chapter 7 Voluntary Petition." requires a fee, please enter the receipt number and amount paid.' Below this is a form with a 'Receipt #' label and a text input field, followed by a 'Fee \$: 200' label and another text input field. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 14

er, **CC** if payment is by credit card, or **O** for other type of payment. Enter **CC** and click **[Next]** to continue.

STEP 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

- ◆ Depending on your local court, you may or may not be

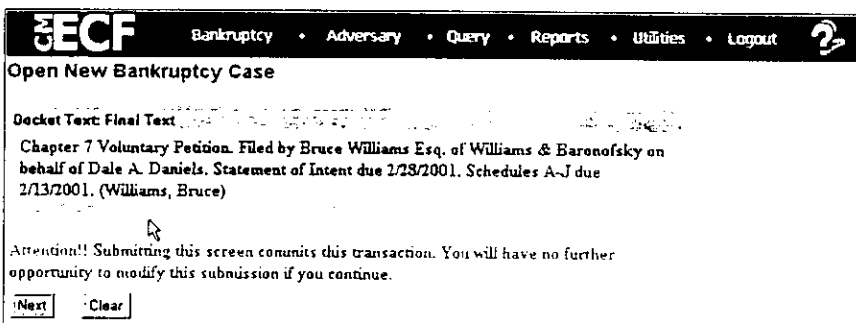
**Figure 15**

- able to add text to this entry. Your court will give instructions for annotating this docket text.

- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL TEXT EDITING** screen displays. (See Figure 16.)

- ◆ Proof this screen carefully! This is what will print on the docket sheet.

**Figure 16**

- ◆ If the docket text is

incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event.

- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ The case number will now be assigned. Click **[Next]** to continue.

STEP 17

The NOTICE OF ELECTRONIC FILING screen displays.
(See Figure 17.)

◆
This Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that that petition is now an official court document.

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Open New Bankruptcy Case

Notice of Bankruptcy Case Filing

The following transaction was received from Williams, Bruce on 1/29/2001 at 3:07 PM CST

Case Name: Dale A. Daniels
Case Number: 01-10005
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition. Filed by Bruce Williams Esq. of Williams & Baronofsky on behalf of Dale A. Daniels. Statement of Intent due 2/28/2001. Schedules A-J due 2/13/2001. (Williams, Bruce)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: R:\TRAINING\ECF\Class Files\PDF Files\Volp.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=978562065 [Date=1/29/2001] [FileNumber=3002-0] [4ea0e90a3d15f05a009e241513ec082be01616f6f02e2c94b2d675efc42151c39cc9187c216e2658722803478e3ad2fa6a0f2ec321ac9109e3fd7e38993bebd]]

01-10005 Notice will be electronically mailed to:
Bruce Williams bwillx@email.msn.com

01-10005 Notice will not be electronically mailed to:

◆
Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, 01-10005, will display the docket report for this case.

- ◆ Clicking on the document number hyperlink 1, will display the PDF image of the petition just filed.
- ◆ The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case. (See Figure 18.)

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

STEP 18

If you click on the [Notice of Bankruptcy Case Filing](#) hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. (See Figure 18.)

◆ This certification was created in addition to the initial notice of filing. It also displays the debt or(s), attorney

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United States Bankruptcy Court
TISD Training Database

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code on 01/29/2001 at 3:07 PM.

Dale A. Daniels
15103 Sun Trail
Pleasantville, IA 54103
SSN: 301-42-6561
aka
David Daniels

The case was filed by the debtor's attorney:

Bruce Williams, Esq.
Williams & Baronofsky
555 Huntington Place
Portland, ME 02115

The case was assigned case number 01-10005.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our Internet home page <http://156.132.84.151/> or at the Clerk's Office 7550 IH 10 West, #1100, San Antonio, TX, 78223-5812.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

James Jones
Clerk, U.S. Bankruptcy Court

Figure 18

trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

- ◆ The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.
- ◆ To print a copy of this notice, click the browser **[Print]** button or icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

NOTE:

If this case had been opened by the court, the time stamp would not appear on the seal. It appears only for cases opened electronically by non-court users.